



VGLA

Virginia Grade Level Alternative

Implementation Manual
2007-2008

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NEW FOR 2007- 2008

Carefully review this *VGLA Implementation Manual* in addition to other related resources identified within and resources provided by your school division. Please pay attention to the following:

Manual Format

- Beginning with the 2007-2008 school year, please use the newly designed *VGLA Implementation Manual*. This manual is a guide primarily for teachers who are providing instructions to students who are participating in the VGLA assessment. It includes the following information:
 - (1) important dates
 - (2) program description
 - (3) roles and responsibilities of staff
 - (4) participation criteria
 - (5) implementation procedures
 - (6) guidelines for preparing evidence
 - (7) scoring system
 - (8) audits and score correction processes

NOTE: Please destroy all “old” VGLA Procedural Manuals.

Participation of LEP Students in the VGLA

- LEP students in grades 3-8 who are classified at level 1 or level 2 of English language proficiency may participate in the VGLA assessment for the reading test only.

Collection of Evidence (COE)

- Beginning with the 2008 Spring Administration, items submitted in the COE may have the newly designed *Student Evidence Identification (SEI)* tag:

STUDENT EVIDENCE IDENTIFICATION (SEI) TAG	
<input type="checkbox"/> VGLA	<input type="checkbox"/> VSEP
Content Area: Mathematics	
SOL: 8.14	
Bullet: b	
Inferred:	Demonstrated:

The SEI tags may be ordered from Pearson via PEMSolutions and downloaded from the Virginia Department of Education’s Web site at

www.doe.virginia.gov/VDOE/Assessment/VGLA/SEITemplate.doc

NOTE: 2007-2008 will be considered a transition year and both SEI tags and DIS stickers will be acceptable on Collections of Evidence..

1. VIRGINIA GRADE LEVEL ALTERNATIVE DESCRIPTION

The Virginia Grade Level Alternative (VGLA) is available for students in grades 3-8 as an alternative assessment for the Standards of Learning (SOL) testing. Students who qualify to participate in the VGLA are required to demonstrate individual achievement of grade level content standards as presented in the SOL test blueprints for the academic content area in which they are being assessed. The *Virginia Standards of Learning Test Blueprints* are located at:

www.doe.virginia.gov/VDOE/Assessment/soltests/

This assessment is only available to eligible students with disabilities and eligible students with limited English proficiency (LEP). LEP students in grades 3-8 who are at level 1 or level 2 of English language proficiency (ELP) may participate in the VGLA for the reading test.

Components of the VGLA

As an alternative method of assessment, the VGLA consists of the following three components:

❶ Determination of Eligibility

Using VGLA eligibility criteria, the IEP team/504 committee examines how the student with a disability accesses instruction and content and demonstrates the knowledge and skills learned in the general education course being considered for the VGLA. Consideration for participation in the VGLA is by grade-level and course. The LEP team must consider the students' level of English language proficiency to determine if the VGLA is an appropriate assessment for the reading test.

❷ Collection of Evidence

Students participating in the VGLA must compile a collection of work samples to demonstrate performance on all ***on-grade level*** SOL for which they have received instruction.

❸ Affidavit of Student Performance

A signed *Affidavit of Student Performance* must be provided with the COE that ensures the student's sole ownership/authorship of all evidence presented and completed under the supervision of the content area or other school personnel.

2. VGLA WITHIN THE STATE ACCOUNTABILITY SYSTEM

The *No Child Left Behind (NCLB) Act of 2001* requires that all students, including those with disabilities, and those with limited proficiency in English, be assessed on statewide accountability measures to determine Adequate Yearly Progress (AYP).

In Virginia, students with disabilities have several options for participating in the state accountability system. They may participate in the SOL assessments without **or** with accommodations in the same manner that non-disabled students participate. Students with disabilities that prevent them from accessing the SOL test(s) in a content area, even with accommodations, may participate in the VGLA. Similarly, LEP students who are at level 1 or level 2 of English language proficiency may take the regular SOL reading test with or without accommodations or the VGLA for reading.

For all students with disabilities identified under IDEA, the individualized education program (IEP) team determines how the student will participate in the accountability system. For students identified under *Section 504 of the Rehabilitation Act of 1973* as amended, the 504 committee determines how the student will participate. A student's IEP or 504 plan must specify the student's participation in either the SOL assessments or the Virginia Alternate Assessment Program (VAAP), according to specific criteria.

The LEP team makes participation decisions for eligible limited English proficient students. These decisions must be documented in the *LEP Student Assessment Participation Plan* (Appendix B).

Table 1. Virginia's Assessment Program Options for Students with Disabilities

Content Standards	Assessment Options	Available to Students
Standards of Learning (SOL)	Regular SOL Assessments without accommodations	Grades 3-8 and EOC tests
	Regular SOL Assessments with accommodations	Grades 3-8 and EOC tests
	Virginia Substitute Evaluation Program (VSEP) /Verified Credit for Standard and Advanced Studies Diploma options (Student submits a Course Work Compilation)	End-of-Course (EOC) tests
	VSEP/Literacy and Numeracy Certification for Modified Standard Diploma option (Student submits a Course Work Compilation)	Grade 8 Reading and Mathematics tests
	*State-approved substitute tests for verified credits or literacy and numeracy certification	EOC tests Grade 8 Reading and Mathematics tests
	Virginia Grade Level Alternative (VGLA) Assessment (Student submits a Collection of Evidence)	Grades 3-8 subject area content
Aligned SOL	Virginia Alternate Assessment Program (VAAP) (Student submits a Collection of Evidence)	Grades 3-8 and Grade 11 for Reading, Mathematics, Science and History/Social Science subject area content

*Current list of state-approved substitute tests are located at: www.doe.virginia.gov/VDOE/Assessment/SubTestChart.pdf

NOTE: LEP students who are classified at level 1 or level 2 of English language proficiency may take the regular SOL reading test with or without accommodations or participate in the VGLA for reading.

3. SCHOOL DIVISION RESPONSIBILITIES FOR THE VGLA

Many school division personnel are responsible for the implementation of the VGLA. These include:

- Division Director of Testing (DDOT)
- Director of Special Education
- Director of Instruction
- Title III Coordinator
- School Coordinator
- Course Content Teacher
- Special Education Teacher

A brief explanation of the roles and responsibilities of each of these persons follows.

Division Director of Testing

Each division has designated a Division Director of Testing (DDOT). The DDOT serves as the point of contact between the school division and the Virginia Department of Education and Pearson. The DDOT has divisionwide responsibility for implementation of VGLA requirements and procedures and the dissemination of VGLA reports.

Director of Special Education

In addition to being familiar with VGLA requirements and procedures, the Director of Special Education must identify and address the professional development and support needs of special education and related services personnel involved in the preparation of the VGLA COE. The Director of Special Education and the DDOT are encouraged to share responsibilities for planning and ensuring that appropriate training and materials are provided to teachers and all other division staff responsible for the implementation of VGLA.

Director of Instruction

The Director of Instruction plays an integral role in design and implementation of the division's instructional program. In this capacity the Director of Instruction must ensure that all teachers including special education teachers and teachers of LEP students align instruction with the SOL. Special education teachers and teachers of LEP students should be included in divisionwide SOL related professional development activities and distribution of resources and materials.

Title III Coordinator

The Title III Coordinator must be well acquainted with VGLA requirements and procedures as they relate to LEP students at level 1 and level 2 of English language proficiency. In collaboration with the DDOT and the Director of Special Education, the Title III Coordinator's responsibilities include training, technical assistance, and support for teachers of LEP students.

School Coordinator

The School Coordinator is the person designated within each school to serve as the point of contact between the DDOT and the school. The School Coordinator is responsible for ensuring that all procedures required for the VGLA are implemented within the school. The School Coordinator may be asked to monitor the development and progress of the COE to ensure that all SOL are addressed. Any questions the School Coordinator has regarding the VGLA are to be directed to the DDOT, Director of Special Education, or Title III Coordinator, as appropriate.

Course Content Teacher

The Course Content Teacher is responsible for implementing the VGLA guidelines according to the procedures contained in this manual. The remaining sections of this manual contain more specific information about the teacher's duties and responsibilities for the VGLA. Any questions the Course Content Teacher has regarding the VGLA are to be directed to the School Coordinator.

Special Education Teacher and English as a Second Language (ESL) Teacher

The special education teacher and the ESL teacher are responsible for supporting the instruction of VGLA students by providing effective strategies and adapting materials. Like the Course Content Teacher, these teachers are responsible for implementing the VGLA according to the established guidelines. Any questions the Special Education Teacher or ESL Teacher has regarding the VGLA are to be directed to the School Coordinator.

4. CRITERIA FOR PARTICIPATION IN THE VGLA

4.1 Determine Eligibility of Students with Disabilities for the VGLA

Only students with disabilities who have a current IEP/504 plan are eligible for the VGLA. To qualify for the VGLA, a student's IEP team/504 committee must answer the three questions below for each content area considered. A response of "No" for any question indicates that the student is **NOT** eligible for the VGLA for a specific content area. **Decisions about participation are made on a test by test basis.**

VGLA qualifying questions for eligibility are as follows:

- 1) Does the student have a current IEP/504 Plan or *LEP Student Assessment Participation Plan*?
☐ Yes ☐ No
- 2) Does the student demonstrate his/her individual achievement of the Standards of Learning content by means other than multiple-choice test format?
☐ Yes ☐ No
- 3) As a result of a disability, is the student unable to demonstrate his/her individual achievement on the Standards of Learning test for the assigned grade level using available accommodations and/or formats?
☐ Yes ☐ No

4.2 Determine Eligibility of LEP Students for the VGLA

LEP students who are classified at level 1 or level 2 of ELP are eligible for the VGLA in the content area of reading only. Consult with the Title III Coordinator to identify eligible LEP students for the VGLA.

4.3 Become Familiar with Special Accommodations

In considering possible participation in the alternative assessment program, IEP team/504 committee members, or LEP team, as appropriate, need to be sure that all possible SOL test accommodations have been examined within the student's program in order to provide access to content and assessment within the specific SOL course. Questions about whether accommodations not listed are permissible for a specific test should be directed to the School Coordinator.

4.4 Identify Students for the VGLA

Typical characteristics of a student recommended for the VGLA include the following:

- enrolled in grades 3-8
- has an IEP/504 Plan (or one is being developed), or *LEP Student Assessment Participation Plan*, as appropriate, (Appendix B)

- has a disability that results in an inability to demonstrate knowledge and skill on a multiple-choice test, even when accommodations are provided or is an LEP student at level 1 or level 2 of English language proficiency.
- demonstrates work on SOL that is at grade level.

The following scenarios describe two students who meet the participation criteria for the VGLA.

Example A

John is enrolled in the fifth grade and has an identified disability under IDEA 2004. John is included in all classes at the fifth grade level; however, in Grade 5 Mathematics, John is unable to demonstrate his level of understanding of content through the multiple choice test format. When John is allowed to explain and solve mathematic problems verbally to the teacher, he is able to demonstrate mastery of the concepts. John is able to do this without cues from the teacher, but needs the teacher's assistance in writing out the steps and calculations as John verbalizes the process and answers for each step. John is unable to demonstrate some SOL content even with this accommodation, due to the nature of the content and his disabling condition. The IEP team and fifth grade content mathematics teacher examine the VGLA assessment as an option for John's participation in Grade 5 Mathematics.

John meets the participation criteria outlined for the VGLA. He has a current IEP. He demonstrates his knowledge and skills in fifth grade mathematics in ways other than the multiple-choice test format. Finally, John is unable to demonstrate his individual achievement on the Grade 5 Mathematics SOL test, even with accommodations.

Example B

Maria is enrolled in grade 8 and is served by an ESL teacher and general education content teachers. Although she has been in the United States for two years, her English language proficiency has been assessed at level 1.

Maria meets the participation criteria for the VGLA in reading because of her level 1 classification of English language proficiency.

4.5 Determine the SOL Course to be Assessed

The VGLA is available for eligible students by grade-level and subject area content as follows:

Grade 3 – Reading, Mathematics, History/Social Science, and Science

Grade 4 – Reading and Mathematics

Grade 5 – Reading, Writing, Mathematics, and Science

Grade 6 - Reading and Mathematics

Grade 7 - Reading and Mathematics

Grade 8 – Reading, Writing, Mathematics, Science, and History/Social Science

Content Specific History – Virginia Studies; United States History to 1877; United States History:1877 to the Present; and Civics & Economics

NOTE: Only Grades 3-8 reading tests are available to eligible LEP students.

5. PROCEDURES FOR THE VGLA

5.1 Inform Parents about the VGLA

Local school divisions are responsible for informing parents how students with disabilities and students with limited English proficiency qualify for VGLA as an option, and for communicating how evidence of student performance will be collected, the types of evidence needed, and the conditions for gathering such evidence. Parent information is available from Parent Resource Centers, Division Directors of Testing, Division Directors of Special Education, Title III Coordinators, and the Virginia Department of Education, Division of Student Assessment and School Improvement. If photographs, videotapes, or audiotapes are to be submitted as a type of evidence, school divisions must obtain written parental consent. Consent should remain on file in the school divisions.

5.2 Examine How the Student Accesses SOL Content

The IEP team/504 committee examines how the student accesses instruction and content and demonstrates the knowledge learned in the general education course being considered for the VGLA. Consideration for participation in the VGLA is by grade and by course. The IEP team/504 committee, or an LEP team examines the full range of accommodations before considering the student for the VGLA.

For LEP students, the LEP team must consider the students' level of English language proficiency to determine if the VGLA is an appropriate assessment for the reading test.

5.3 Develop an Instructional Plan

The instructional foundation for the VGLA is based on the consistent delivery of grade level SOL content. The delivery of grade-level content must occur whether the student is served in a general education setting or in a special setting.

Students participating in the VGLA are expected to demonstrate their knowledge and/or skills on all the SOL addressed in the test blueprints for a given grade and content area. To accomplish this task, teachers must have a keen knowledge of their students, the content, and effective strategies for delivery of the content. The steps below provide a general set of guidelines for addressing this challenge.



Step 1

Review the student's educational records, including evaluation reports, eligibility minutes, report cards, etc. For students with disabilities, special attention should be given to the current IEP or 504 plan which will provide valuable information regarding the student's strengths and weaknesses and information about how the student's disabilities manifest in her/his performance in the general education curriculum. The IEP or 504 plan will also list relevant and useful accommodations that must be used in the delivery of instruction and in testing. For eligible LEP students participating in the reading VGLA, the *LEP Student Assessment Participation Plan* should be helpful in identifying the student's current English proficiency.



Step 2

Secure a copy of the *Virginia Standards of Learning Test Blueprints* for the given grade level and content area. The test blueprint provides an overview of the SOL that will be assessed during the SOL test administration on the paper/pencil and online tests, or the VGLA. The SOL test blueprints are available on the Virginia Department of Education website at

www.doe.virginia.gov/VDOE/Assessment/soltests/

Make sure that the SOL test blueprint used is the most recent version, since the blueprints are revised from time to time.



Step 3

Locate teaching resources and attend professional development that will support teaching to the test blueprints. Pacing guides developed by your school division are particularly helpful in guiding the instruction of the SOL for each grading period. The *Enhanced Scope and Sequence Plus* is an excellent instructional resource that provides differentiated strategies for teaching SOL content to all students. This resource is located at:

www.doe.virginia.gov/VDOE/EnhancedSandS/

5.4 Inform Students and Parents of Requirements

Students who have been identified as participants in the VGLA and their parents should be informed regarding program expectations and requirements. This review should include, but not be limited to, the discussion of:

- SOL test blueprint for the assessed content area;
- types of evidence to demonstrate SOL knowledge and skills;
- local scoring procedures; and
- anticipated submission date of the completed COE.

6. COLLECTION OF EVIDENCE

The evidence submitted must demonstrate knowledge and/or skill in the SOL addressed. The VGLA provides the student the ability to demonstrate what he or she knows and can do through a non-traditional mode of testing. This, however, does not mean that the student does not have to know the content. It simply means that the student is able to prove that he or she knows the content through the development of products and work samples demonstrating his or her understanding or skill.

Students should submit evidence for all of the SOL assessed on the VGLA. If a student does not have evidence of one or more standards contained in the SOL test blueprint, then he/she may indicate that no evidence is being submitted for a particular SOL. However, it should be noted that the exclusion of too many standards will adversely affect the overall score.

Evidence submitted may prove more than one standard addressed. For instance, an LEP student may submit a worksheet that demonstrated multiple reading standards. In addition, a student with disabilities may describe the steps of an experiment on an audiotape to prove multiple science standards. In all cases, evidence should demonstrate the full and complete knowledge and /or skills attained by the student in the SOL addressed. All evidence must be solely the student's work completed in the presence of a teacher or other authorized school personnel.

Before the collection process begins, teachers must have a clear knowledge and understanding of the SOL being assessed. The Virginia Department of Education provides a curriculum framework for each content area and grade level. These frameworks provide valuable teacher notes and an overview of the essential skills and knowledge required in each standard. This resource is located at:

www.doe.virginia.gov/VDOE/CurriculumFramework/

6.1 Components of a Collection of Evidence

A collection of evidence (COE) that is submitted for scoring to the local school division must contain the following components:

- A *VGLA Affidavit of Student Performance* that is signed and ensures the student's sole ownership/authorship;
- Evidence that demonstrates individual achievement on **all** SOL addressed in the test blueprint for a specific grade level and content area; and
- Any locally required documentation (i.e., accommodations, tracking forms)

6.2 Include Varied Types of Evidence

NOTE: The school division must maintain these collection components until after the close of the official audit window **and** in accordance with the Management of the Student's Scholastic Record in the Public Schools of Virginia 8VAC 20-150-20. (Section 9)

As long as the student has completed all work contained within the collection under the direct supervision of a teacher or other authorized school personnel, a VGLA collection may consist of a variety of types of evidence.

6.3 Description of Evidence and Examples

6.3.1 Work Sample

A work sample contained in a VGLA collection must demonstrate that the student was able to complete the work independently under direct supervision of a teacher or other school personnel. The work sample should demonstrate knowledge and/or skills addressed in a specific, or multiple SOL for the content area/grade level submission. Work samples may include worksheets, tests, quizzes, writing samples, and any other student-generated work that may be used to demonstrate skills and/or knowledge of the SOL addressed.

Tips for Teachers

- All work must be graded correctly so that the student's proficiency on the content is clear. Correct and incorrect answers should be clearly indicated.
- Care must be given to ensure that the work sample(s) address all the concepts stated in the SOL.

6.3.2 Audiotape

A student may submit an audiotape for the VGLA. For example, a student may submit an audiotape of himself or herself answering questions about a specific topic. The student may read a selection on audiotape, or he or she may describe a procedure to demonstrate knowledge of the procedure. Once again, the audiotape must contain only student-generated information and/or work. It is appropriate for a teacher or other school personnel to read questions on the audiotape, but responses should be the student's alone without the use of note cards or cue sheets.

Tips for Teachers

- Include a script of the audiotape. This strategy is an excellent safeguard if the tape breaks or malfunctions.
- State the SOL number and description on the tape prior to the portion of the tape with the student evidence.
- If the audiotape is used for multiple standards, include a brief list using the counter.

For Example:

Eng. SOL. 8.2 – 001-005

Eng. SOL. 8.4 – 020-050

- Audiotapes containing more than one voice should indicate the portions belonging to the student.

6.3.3 Videotape

A student may submit videotapes with various content areas for the VGLA. For example, a student may submit a videotape of himself or herself working at a blackboard to demonstrate a skill or knowledge. The videotape may contain an interview of the student on a specific topic or show the student performing a specific skill. The videotape must contain only student-generated information and/or work. It is appropriate for a teacher or other school personnel to be on the videotape to ask questions, but responses should be the student's alone without the use of note cards, cues, or other prompting. It is recommended that a transcription of the videotape be included.

Tips for Teachers

- A signed release form that grants permission to use students' photographs and record their images is required before including a video in the collection of evidence.
- If a video is used for multiple standards, include a list using the counter.

Math SOL 3.5 – 001-030

Math SOL 3.6 – 045-100

- Include a script of the videotape. This is an excellent safeguard that ensures evidence is not lost if the tape breaks or malfunctions.

6.3.4 Anecdotal Record

The student or teacher may submit an anecdotal record of student performance as a type of evidence for the VGLA. An anecdotal record is an on-going log on student performance. In this instance, the teacher may record a skill or knowledge demonstrated by the student alone in an anecdotal record of student performance, or the student may write his or her own anecdotal record indicating how and what he or she was able to demonstrate for specific knowledge or skill. Anecdotal records should describe the observed skill or procedure and the student level of individual achievement of the SOL content.

Tips for Teachers

- Observation should be carefully planned to ensure that the student has the best opportunity to demonstrate his or her skill and knowledge.
- The observer should describe the learning environment and the specific activities and responses of the student. For example: On April 5, 2008, Katie was able to read a short story. She identified the main character, setting, and the plot accurately without any assistance.

6.3.5 Interview

The student or teacher may submit an interview as a type of evidence for the VGLA. Interviews might be conducted by the teacher with the student to demonstrate understanding of a concept or skill. The teacher would simply ask the student questions related to the topic being discussed and the student would answer. Interview questions should be concise and precise in design to afford the student the best opportunity to demonstrate what he or she knows about the given topic being discussed.

Tips for Teachers

- Interview questions should be prepared in advance to ensure that the SOL content is completely addressed.
- Interview questions should be short and clear to give the student the best opportunity to respond.
- Follow-up questions are permitted, but must also be documented.
- Interviews may be videotaped or audiotaped.

6.3.6 Data Chart/Graph

Charts and/or graphs may be submitted as evidence of student achievement. These should reflect student skills and/or knowledge and may be generated by the teacher and/or student.

Tips for Teachers

- Charts and graphs must contain specific information that relates to the student's skills and knowledge, the date of performance, the student level of achievement.
- A chart or graph that simply indicates a student's level of progress on a specific skill may not provide enough information to rate the student's knowledge of that skill.

6.3.7 Captioned Photograph

Photographs with a captioned statement may be used to show student performance of SOL knowledge and skills.

Tips for Teachers

- If the photograph includes more than one person, the student who is participating in the VGLA must be clearly identified.
- Most importantly, the photograph must also be accompanied by a detailed statement which describes the activity occurring and the student's level of achievement.

6.4 Evidence to Be Submitted

Evidence submitted may prove more than one standard. For instance, a student may submit a mathematics worksheet dealing with multiplication. Correct answers to multiplication problems may be considered as inferred evidence of attainment of SOL dealing with addition. Therefore, the single worksheet can be used to defend both the multiplication and addition standards.

Tips for Teachers

- You must label the evidence to indicate all standards that are being proven (including inferred standards).
- In all cases, evidence should demonstrate the full and complete knowledge and/or skills attained by the student in the SOL addressed.
- Evidence is rated based on the quality of work, not the quantity submitted.
- All evidence must be solely the student's work completed in the presence of a teacher or other authorized school personnel.

6.5 COE Submission Process

The student and teacher should follow established local procedures and time lines for submitting the COE as directed by the DDOT and school administrator or School Coordinator.

6.5.1 Assemble the COE components

- Select appropriate evidence that demonstrates the content stated in the test blueprint established for the specific grade level SOL assessment.
- Include a variety of types of evidence.
- As appropriate, make sure signed release forms are completed and on file locally that grant permission to use students' photographs or record their images or voices.

6.5.2 Include the Student Evidence Identification (SEI) Tag

Each item of evidence must have a SEI tag (or DIS sticker). This tag identifies the assessment, provides the content area, a specific SOL number, and any bullets addressed by the evidence. The SEI tag (or DIS sticker) should also indicate whether the evidence is demonstrated or inferred. "Demonstrated" should be used to describe evidence in which the SOL knowledge and skill are clearly shown. The term "inferred" should be used when the evidence presented demonstrates the achievement of prerequisite content or skills in addition to those specifically demonstrated by the evidence.

STUDENT EVIDENCE IDENTIFICATION (SEI) TAG	
<input checked="" type="checkbox"/> VGLA	<input type="checkbox"/> VSEP
Content Area: Mathematics	
SOL: 8.14	
Bullet: b	
Inferred:	Demonstrated: <input checked="" type="checkbox"/>

6.5.3 Prepare the COE for submission

Before submission, the student and teacher should inspect the evidence and prepare the COE as follows:

- Ensure that the samples of evidence and data reflect the demonstration of student knowledge and skills related to the specific SOL.
- Provide a complete COE that represents the student's level of individual achievement in SOL content for the grade level being submitted.
- Examine the evidence to ensure that it is labeled appropriately with a completed SEI tag (or DIS sticker).
- Submit only evidence that has been solely created by the student.
- Follow local directions for completing student demographic/identifying information.
- Complete and sign the 2007-2008 *Collection of Evidence Coversheet* (Appendix B).
- Complete and sign the *Affidavit of Student Performance* (Appendix B).

7. VGLA SCORING SYSTEM

Local school division personnel will score student submissions and report results to the Virginia Department of Education (VDOE). Local scoring teams will receive training on VGLA requirements, implementation, and scoring by the VDOE and the testing contractor. The VGLA Scoring System is a secure, web-based process that scoring teams use to rate students' collections. Each online score sheet displays a list of all standards prescribed for the grade level, content area, and reporting category. Scorers assign a numerical value between 1 and 4 to evidence submitted to demonstrate student performance on each SOL. Table 2 defines the rubric that is used to assign scores.

7.1 Using the Scoring Rubric

The VGLA is scored holistically at the standard level. A student must submit evidence of all the skills and knowledge contained in the test blueprint, including sub-skills. Holistic scoring involves assessing a student's performance as a whole and determining the most appropriate overall score point. For the VGLA assessment, this means that scorers will review evidence submitted for a particular SOL as a whole, rather than focusing separately on each bullet point. Scorers use a number of tools to ensure consistent scoring of student work. These tools include the Scoring Rubric (Table 2), the Scoring Rubric Addendum (Table 3), and the General Scoring Rules (Section 7.2).

Table 2. Scoring Rubric

Score	Descriptors
0	There is <i>no evidence</i> of the specific Standard(s) of Learning being addressed.
1	There is <i>little evidence</i> that the student has demonstrated the skills and knowledge stated in the Standard(s) of Learning being addressed.
2	There is <i>some evidence</i> that the student has demonstrated the skills and knowledge stated in the Standard(s) of Learning being addressed.
3	There is <i>adequate evidence</i> that the student has demonstrated the skills and knowledge stated in the Standard(s) of Learning being addressed.
4	There is <i>ample evidence</i> that the student has demonstrated the skills and knowledge stated in the Standard(s) of Learning being addressed.

Table 3. Scoring Rubric Addendum

The rubric is augmented by an addendum to provide further explanation and understanding of the scoring terms.

Descriptor	Detailed Explanation
No Evidence	A score point of “0” may be assigned if the evidence submitted does not show any level of individual achievement for the SOL being defended.
Little Evidence	The collection of evidence provides a minimally sufficient <i>demonstration</i> of the student’s knowledge and understanding of the SOL. The evidence is incomplete and mostly inaccurate, exhibiting only a very basic level of understanding. Overall, the quality of the evidence presented is weak and does not satisfy most of the requirements of the SOL.
Some Evidence	The collection of evidence provides only a partially sufficient demonstration of the student’s knowledge and understanding of the SOL. The evidence may be incomplete or may exhibit major lapses in accuracy. Overall, the quality of the evidence presented does not satisfy many of the requirements of the SOL.
Adequate Evidence	The collection of evidence provides a reasonably sufficient demonstration of the student’s knowledge and understanding of the SOL. Most of the student’s work is accurate and correct, but the performance is not consistent and may be incomplete. Overall, the quality of the evidence presented is appropriate and satisfies many of the requirements of the SOL.
Ample Evidence	The collection of evidence provides a fully sufficient demonstration of the student’s knowledge and understanding of the SOL. Minor lapses in accuracy and completeness may occur, but overall the quality of the evidence presented consistently and appropriately satisfies most of the requirements of the SOL.

7.2 General VGLA Scoring Rules

Rule 1 Evidence must be student-generated

- If the student work is copied from sources such as the blackboard, texts, or computer, the work cannot be considered in scoring.
- If the student work is based on a take-home test, open-book test, or homework, the work cannot be considered in scoring.
- If the student work includes examples or directions that clearly provide answers for students, the work cannot be considered in scoring.
- If students work is done as part of a group project or assignment, the contribution of the student must be clearly identified.

Rule 2 Evidence must include a correct SEI Tag

- If there is no SEI tag (or DIS sticker), the evidence cannot be considered in scoring.

Rule 3 Evidence must clearly address the accommodations, captions, and grading, as appropriate

Accommodations

- If an accommodation has been used in the creation of the evidence, then the accommodation must be documented in the evidence.
- The read-aloud accommodation can only be used in the reading content area for students with disabilities who have been determined eligible by their school divisions.

Captions

- If evidence includes photographs, captions that address the student's individual achievement must be included. Otherwise the evidence cannot be considered in scoring.

Grading

- If the evidence includes work samples such as worksheets, tests, and quizzes, the work samples must be graded by the teacher and correct and/or incorrect answers should be clearly identified. If the information included in the work sample can be verified, the scorers should verify the accuracy of the student's work.

NOTE: The *Standards of Learning Curriculum Framework* may be used as a reference tool in scoring to help scoring teams understand the standards addressed. This resource is available at:

www.doe.virginia.gov/VDOE/CurriculumFramework/

The scenarios in the following examples describe how the scorers reviewed the evidence and assigned a score point.

Example A

Zoe submits evidence to prove Grade 3 Reading SOL 2.6, which states:

The student will use language structure to expand vocabulary when reading.

- a) Use knowledge of prefixes and suffixes;*
- b) Use knowledge of contractions and singular possessives;*
- c) Use knowledge of simple abbreviations; and*
- d) Use knowledge of antonyms and synonyms.*

After reading selected passages, Zoe submits worksheets completed under teacher supervision as evidence for SOL 2.6. Using fill-in-the-blank and matching activities, Zoe correctly identifies 24 out of 25 prefixes and suffixes and uses those words to create sentences. She edits sentences using correct contractions and singular possessives. Using a matching worksheet, Zoe identifies abbreviated months and days. In addition, she writes antonyms and synonyms for given words and then uses those words correctly in a sentence.

As the scorers examine Zoe's evidence, they notice that she demonstrates all of the skills addressed in the standard. It is clear from Zoe's evidence that she is able to correctly apply each of the skills. The scorers assign a score point of 4 for this standard.

Example B

Christopher submits evidence to prove Grade 8 Mathematics SOL 8.1, which states:

The student will

- a) Simplify numerical expressions involving positive exponents, using rational numbers, order of operations, and property of operations with real numbers;*
- b) Recognize, represent, compare, and order numbers expressed in scientific notation; and*
- c) Compare and order decimals, fractions, percents, and numbers written in scientific notation.*

Christopher submits worksheets and a videotape completed under teacher supervision as evidence of SOL 8.1. On the worksheets, Christopher completes five out of ten problems associated with decimals and fractions. On the videotape, he completes five out of five questions related to recognizing and ordering numbers expressed in scientific notation. Christopher also simplifies three out of five numerical expressions involving positive exponents and rational numbers.

Although Christopher's evidence covers many of the skills addressed in the standard, he has no evidence of simplifying numerical expressions using order of operations and property of operations with real numbers. Christopher recognizes and orders numbers expressed in scientific notation, but does not represent or compare them. In addition, although he was able to complete five out of ten problems correctly associated with decimals and fractions, Christopher did not show evidence of comparing and ordering percents and numbers written in scientific notation. The scorers assign Christopher a score point of 2 for this evidence.

7.3 Scorers' Responsibilities

The local school division has direct responsibility for establishing and maintaining scorers. Each school division should identify a person(s) responsible for supervising, training, monitoring, and maintaining scorers. The Virginia Department of Education will offer in-depth regional training yearly to meet the needs of scorers and to update information regarding the VGLA.

Individual scorers or scoring teams with up to five members may be used. Regardless of whether individual scorers or teams are used, school division personnel knowledgeable in the content area of submission must be involved (e.g., a third-grade teacher would best judge a COE submitted for the grade 3 mathematics SOL). Additional scoring team members may be used, and more than one scoring team may be assembled and maintained within a school division.

The DDOT is responsible for ensuring that proper protocol is followed for assembling, rating, scoring, and reporting VGLA entries using the *VGLA Online Scoring System*. Scoring team members are responsible for assigning ratings for submitted evidence following established rubric descriptors (Section 6). The scoring team is responsible for ensuring "fair and accurate" ratings of student performance, maintaining submitted collections of student work during the scoring and audit window, and reporting results for scored VGLA entries to the Virginia Department of Education. Scoring teams may not discuss submitted evidence, ratings, proficiency levels, or scoring issues outside of the scoring team committee meeting.

Scoring team members must not use membership on the VGLA scoring team to influence the acquisition of student collection materials. If a scoring team member has provided training or technical guidance to the student and/or teacher in submitting evidence, he/she may not score that particular COE.

8. AUDITS AND SCORE CORRECTION

8.1 VGLA Audit Process

Audits will be conducted in June and July of each assessment administration year. Pearson will randomly select 10% to 15% of a division's student submitted VGLA collection of evidence to be audited. These selected COE will be subject to audits of student evidence and ratings. The purpose of the audit is to ensure that the school division's scoring teams are appropriately applying the scoring rubric to selected student evidence.

Audited COE will be selected during scoring. The DDOT will be notified in writing of the selected collections and the audit date. During the audit period, the DDOT must provide access to all materials used in rating the VGLA to the audit teams on the selected audit date.

Audited entries will be examined to confirm ratings of evidence submitted. A complete official audit report will be provided to the DDOT after completion of the audit process.

8.2 VGLA Score Correction Process

The VGLA collections of evidence are not eligible for rescore, but school divisions can request that scores that were entered incorrectly in PEMSolutions (scores that are different from those on the *VGLA Worksheet*) be corrected. This process provides an opportunity for school divisions to correct an error in a scoring entry **after** the VGLA submission due date. However, **before** the VGLA scoring entry due date, the scores may be corrected in the online scoring system.

NOTE: The School Coordinator and DDOT will provide you specific procedures for requesting a score correction.

APPENDIX A

VGLA QUESTIONS TEACHERS FREQUENTLY ASKED

Q1. What kind of student would take the VGLA?

The VGLA is an appropriate assessment for students with disabilities and students with limited English proficiency (LEP). The typical student with disabilities who is eligible for the VGLA has a current IEP and needs accommodations that fall outside those allowed for the general administration of the paper and pencil or online formats of the Standards of Learning (SOL) test. Students with LEP who are eligible for the VGLA must be classified at level 2 or level 2 of English language proficiency.

Q2. In which grade level and content areas can the VGLA be used as an alternative to the SOL assessments?

The VGLA is available for students with disabilities and LEP students in grades 3-8. It is available for students with disabilities in the content areas of reading, mathematics, science, history/social science, and writing. It is available for eligible students with limited English proficiency in the content area of reading only.

Q3. Can materials that are below grade level be used as evidence in the VGLA collection of evidence?

As a grade level alternative to the SOL assessment, the VGLA requires materials to be appropriate to the grade level of the student's enrollment. If materials are submitted that are clearly below grade level, the evidence cannot receive the highest score point.

Q4. Can students use accommodations on VGLA evidence?

Yes. A student may submit evidence using accommodations as specified within the student's current IEP or *LEP Student Assessment Participation Plan*. It should be noted, however, that students with disabilities should only use the read-aloud or audio accommodation on the reading test if they have been determined eligible for the accommodation by the local school division.

Q5. Collecting samples of work for students submitting a VGLA takes a great deal of effort. Why do teachers have to prepare collections of evidence of student's work for this assessment?

Collecting work samples and student products are a routine part of the ongoing instructional process. Although additional work is required to organize the collection of evidence and to prepare it for submission, the VGLA provides students with disabilities and LEP students a method of demonstrating their knowledge of SOL content through non-traditional means. Given the broad range of methods available by students participating in the VGLA, a collection of evidence is the most flexible and efficient method for examining student performance.

Q6. Is the VGLA collection of evidence a secure document while evidence is being gathered?

No. The collection of evidence is only considered a secure document once it is submitted for scoring. Prior to this time it is available for review and feedback by the student, parents and other school personnel as needed. After scoring, the collection of evidence is considered a test protocol and becomes a part of the student educational record and must be maintained in a secure and confidential manner.

VGLA QUESTIONS TEACHERS FREQUENTLY ASKED

Q7. How is the VGLA scored?

The VGLA is submitted to the school division and scored by locally maintained scoring teams. Scorers will receive training on the process of applying the scoring rubric to submitted evidence, use of the online scoring system, and other information pertinent to scoring the VGLA. The VGLA rubric, rubric addendum, and scoring rules are available in Section 7 of this manual.

Q8. Why is my local school division scoring the VGLA and what is the online system?

Scoring VGLA entries is the joint responsibility of the local school division, the testing contractor, and the Virginia Department of Education. Local scoring teams are responsible for examining evidence and rating performance. The testing contractor and the Virginia Department of Education, via an online scoring system, will calculate proficiency and provide online reports.

The scoring process will involve scoring teams examining submitted evidence for specific content area standards and applying a scoring rubric, rubric addendum, and scoring rules in order to assign a value to the evidence presented in a holistic manner. Once all evidence submitted for a specific VGLA entry has been scored, scoring teams will enter their ratings of student performance in the online scoring system. Once submitted, ratings assigned to individual SOL contained within the VGLA entry cannot be changed. The online scoring system will then generate a final score and proficiency level.

Q9. What is a VGLA audit?

After the submission window for VGLA entries, the testing contractor will randomly select submitted entries for audit. The purpose of the VGLA audit is to ensure that scoring teams are correctly applying the scoring rubric to submitted evidence.

Q10. How will I know if my school or student has been selected for an audit of his or her VGLA?

The Division Director of Testing will be notified in writing that a student (or students) within the division has been selected for VGLA audit(s). Audited entries will be generated at random for all submitted entries for a given administration.

APPENDIX B

Virginia Grade Level Alternative Assessment

2007- 2008 Participation Criteria for Students with Disabilities Form

DIRECTIONS: To qualify for the Virginia Grade Level Alternative (VGLA) assessment, a student's IEP team/504 committee must determine that a student is eligible based on answering the three questions below for each content area considered. A response of "No" for any question indicates that the student is **NOT** eligible for the VGLA for that content area.

Student Information

Student Name: _____ Date of Birth: _____

State Testing Identifier (STI): _____

Current Grade of Enrollment: _____ Diploma Program(s): _____

Submission Subject/Course: _____

School Division Information

School Division Name: _____ Division Number: _____

School Name: _____ School Number: _____

School Content/Teacher: _____ Date: _____

Virginia Grade Level Alternative Assessment Participation Criteria

- 1) Does the student have a current IEP/504 Plan or *LEP Student Assessment Participation Plan*?
☐ Yes ☐ No
- 2) Does the student demonstrate his/her individual achievement of Standards of Learning content by means other than multiple-choice formats?
☐ Yes ☐ No
- 3) As a result of a disability, is the student unable to demonstrate his/her individual achievement on the Standards of Learning test for the assigned course or grade level using available accommodations and/or formats?
☐ Yes ☐ No

Signed:

Course Content Teacher

Date _____

Special Education Teacher

Date _____

Parent

Date _____

Building Administrator or Designee

Date _____

Other

Date _____

Other

Date _____

APPENDIX B, continued

Virginia Grade Level Alternative Assessment

2007–2008 LEP Student Assessment Participation Plan (Sample)

DIRECTIONS: To qualify for the Virginia Grade Level Alternative (VGLA) reading assessment, a student's LEP team must determine that a student is eligible for participation based on his/her level of English language proficiency.

Student Information

Student Name: _____ Date of Birth: _____

State Testing Identifier (STI): _____

Current Grade of Enrollment: _____ Diploma Program(s): _____

Submission Subject/Course: _____

School Division Information

School Division Name: _____ Division Number: _____

School Name: _____ School Number: _____

School Content/Teacher: _____ Date: _____

SOL Content Area	Participation in the SOL Assessment Without Accommodation	Participation in the SOL Assessment With Accommodation (Please list)	Exempted from Participation in the SOL Assessment*
<i>Reading</i>			Reason: LEP student is in the first year of enrollment in a U.S. school
* <i>Writing</i> (grades 5, 8 and high school)			Reason:
<i>Mathematics</i>			Not Applicable
* <i>History/ Social Science</i> <i>Content Specific History</i>			Reason:
* <i>Science</i>			Not Applicable

* Students may have only a one-time exemption in grades 3 through 8.

LEP Team Members' Signatures

Course Content Teacher

Date

ESOL Teacher/Title III Coordinator

Date

Parent

Date

Building Administrator or Designee

Date

Parent Informed of LEP Team Decision (if not a member)

Other

Date

APPENDIX B, continued

Virginia Grade Level Alternative Assessment

2007-2008 VGLA Collection of Evidence (COE) Coversheet

Place this coversheet at the beginning of the COE to assist in the submission process.

The following materials must be provided with the student's COE.

☐ Affidavit of Student Performance Form

☐ Student Information completed

☐ Signed Affidavit *

* Each educator assisting in the development of the COE must sign the affidavit.

☐ Appropriate scoring worksheet submitted with collection

☐ SEI TAGS on each piece of evidence

☐ All evidence is checked to indicate correct and incorrect responses.

☐ Evidence is included for each SOL (and bullet) listed on the blueprint.

ACCOMMODATIONS:

Signed:

Course Content Teacher

Date: _____

Course Content Teacher

Date: _____

Special Education Teacher

Date: _____

Special Education Teacher

Date: _____

Other

Date: _____

Other

Date: _____

Building Administrator or Designee

Date: _____

APPENDIX B, continued

Virginia Grade Level Alternative Assessment

2007- 2008 Affidavit of Student Performance

Student Information

Student Name: _____ Date of Birth: _____

State Testing Identifier (STI): _____

School Name: _____ School Number _____

School Division: _____ Division Number _____

Content Area Submission: _____

Affidavit of Student Performance

I, the undersigned, do attest that all work contained in this Virginia Grade Level Alternative assessment was performed, to the best of my knowledge, by the student using allowed accommodations as noted in his/her current IEP/504-Plan or *LEP Student Assessment Participation Plan*, and in the presence of a teacher and/or other authorized school personnel.

Further, in compiling this evidence with the student and/or on his/her behalf, I did not:

- fabricate, alter, or modify student work samples, products, or data,
- describe student behaviors that provide a negative image of the student, or
- provide any accommodation/assistive device that is not a regular part of the student's daily instruction.

Signed:

Course Content Teacher Date: _____

Course Content Teacher Date: _____

Special Education Teacher Date: _____

Special Education Teacher Date: _____

Other Date: _____

Other Date: _____

Building Administrator or Designee Date: _____

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